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3 **Memorandum of Agreement #52**
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5 **The College of New Jersey**
6 **Performance-Based Promotions for AFT Professional Staff**
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10 **I. Purpose**
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12 This policy establishes the criteria and process by which the President may award
13 performance-based promotions to AFT Professional Staff in recognition of sustained
14 meritorious work performance and exceptional contributions made to The College of
15 New Jersey campus community. (*The State-Union Agreement Article XVI. E.*)
16

17 **II. Eligibility**
18

- 19 A. Full-time Professional Staff employed by The College of New Jersey for five (5) or
20 more years shall be eligible to apply for performance-based promotions.
21
22 B. Professional Staff who are promoted under this policy shall be required to complete
23 three (3) additional years of service at The College in order to be eligible for
24 subsequent performance-based promotions.
25

26
27 **III. Criteria for Performance-Based Promotions**
28

29 Consideration for performance-based promotions shall be given to Professional Staff
30 who demonstrate through their application materials both a record of sustained
31 meritorious work performance in assigned areas of responsibility, and exceptional and
32 measurable contributions to the campus community-at-large in support of the overall
33 mission of The College. In this context:
34

- 35 A. Sustained meritorious work performance shall be defined as exceptional
36 achievement above and beyond the normal requirements and expectations
37 associated with the applicant's current position, and shall be measured in part by a
38 minimum of three (3)* formal evaluations with ratings of 215 or higher within the
39 most recent five year period. Particular consideration will be given to completed
40 projects in the applicant's area of responsibility which result in demonstrable
41 improvement in the quality and delivery of services; and
42

43 *In instances where an AFT applicant's 1998 evaluation was not completed on the
44 revised (current) evaluation instrument, a minimum of two (2) formal evaluations
45 with ratings of 215 or higher shall be accepted for eligibility. This exception shall
46 apply to fiscal year 2000-2001 only.
47

48 B. Exceptional and measurable contributions to the campus community-at-large
49 must be supplemental to one's normal duties and assigned areas of
50 responsibility. Particular consideration will be given to activities which directly
51 support the work of colleagues, promote inter- and intradepartmental teamwork,
52 improve the quality of the campus work environment, and/or enhance positive
53 relations within a diverse community.
54

55 **IV. Procedures for Application**

56
57 A. During the month of April* each year, eligible employees may submit to their
58 immediate supervisors written application setting forth justification for a
59 performance-based promotion. Each application must provide detailed information
60 addressing separately how the applicant meets each of the criteria specified above,
61 and must have attached a copy of the applicant's current job description; copies of
62 her/his five (5) most recent performance evaluations; and any additional relevant
63 documentation. (Supplemental documentation may include additional performance
64 evaluations.)
65

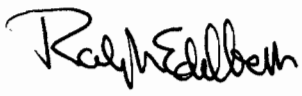
66 **In fiscal year 2000-2001 applications and nominations may additionally be*
67 *submitted during the month of December for a September 1, 2000 effective date.*
68

69 B. The immediate supervisor shall evaluate the application against the criteria
70 specified above and issue a written assessment and recommendation to the
71 appropriate Executive Staff member. The written assessment shall indicate whether
72 the application and supportive documentation demonstrate that the applicant meets
73 the specified criteria. A copy of the written assessment and recommendation shall
74 be issued simultaneously to the applicant.
75

76 C. The Executive Staff member shall review the application and supportive
77 documentation, as well as the assessment and recommendation of the immediate
78 supervisor. Based on a review of these documents and her/his independent
79 assessment, the Executive Staff member shall prepare a written statement indicating
80 concurrence or non-concurrence with the immediate supervisor's assessment and
81 recommendation, and shall issue a corresponding recommendation to the
82 appropriate Cabinet member. A copy of the Executive Staff member's written
83 statement and recommendation shall be issued simultaneously to the applicant.
84

85 D. The Cabinet member shall review the application and supportive documentation, as
86 well as the assessment and recommendation of the Executive Staff member. Based
87 on a review of these documents and her/his independent assessment, the Cabinet
88 member shall prepare a written statement indicating concurrence or non-
89 concurrence with the Executive Staff member's assessment and recommendation,
90 and shall issue a corresponding recommendation to the President. A copy of the
91 Cabinet Officer's written statement and recommendation shall be issued
92 simultaneously to the applicant.
93

- 94 E. The applicant shall have opportunity to submit a written response to the assessment
 95 and recommendation issued at each stage in the process noted above. Said response
 96 must be received by the next-level officer within five days of receipt of the
 97 assessment and recommendation. If received within the specified timeline, the
 98 applicant's response will be reviewed and taken into account by the next-level
 99 officer and shall become a part of her/his application packet. Unless the applicant
 100 submits a written request to her/his supervisor to withdraw the application, the
 101 application shall continue through the entire process to the presidential level.
 102
- 103 F. The President shall render a decision on each application based on a review of the
 104 application materials and the Cabinet member's recommendation. The President's
 105 decision shall be final. In the event that the President overrules a positive
 106 recommendation of a Cabinet member, she/he will provide a written statement to
 107 the applicant indicating the reasons for non-concurrence.
 108
- 109 G. Applicants will be notified by the President within 60 calendar days of the
 110 application's submission as to whether or not a performance-based promotion has
 111 been awarded. If awarded, the effective date of the promotion shall be the
 112 immediately following July 1 (for 12 month employees) or September 1 (for 10
 113 month employees).
 114
- 115 H. Professional Staff awarded performance-based promotions shall have their new
 116 salaries determined by applying the procedure prescribed in Article XXII. C. 1. of
 117 the State-Union Agreement.
 118
- 119 I. A timetable specifying deadlines for the above referenced procedure will be
 120 established and mutually agreed upon by AFT Local 2364 and authorized officers
 121 of The College of New Jersey.
 122
- 123 J. Performance-based promotions shall be limited to the next higher title in the
 124 employee's current title series. The next higher title for Program Assistants will be
 125 Professional Services Specialist IV. (*Article XVI E.*)
 126
- 127 K. This agreement will be reviewed by both parties two (2) years after adoption or at
 128 any other time requested by either party.
 129
 130

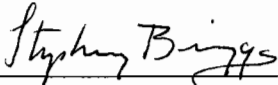
131  _____

132 11/15/00 _____ 11/16/00

133 Date Date

134 Ralph Edelbach Jose Valentin
 135 President, AFT Local 2364 Treasurer, AFT Local 2364

136

137  _____

138 11/9/00 _____ 11/6/00

139 Date Date

140 Stephen Briggs Robert Drake
 140 Provost and V. P. for Academic Affairs Associate Vice President